

**Federal Aviation Administration  
National Simulator Program (NSP), AFS-205**

**Procedures for the Closure of or Due Date Extension of Flight  
Simulation Device Discrepancies Noted during NSP Evaluations**  
FSTD Guidance Bulletin 01-01

To ensure that Sponsors have an understanding of our procedures for discrepancy closure, we offer the following:

1. Closure of NSP discrepancies should be made by faxing a copy of the completed NSP discrepancy sheet to our office (FAX 404-761-8906) or E-mailing the electronic version to [Melissa.walrod@faa.gov](mailto:Melissa.walrod@faa.gov) no later than the closure due date specified in the discrepancy. Each discrepancy should show the date closed and the action taken to close the discrepancy.
2. Requests for extensions of discrepancy closure due dates should be faxed to the NSP. Each request should include the FAA ID number, test number, date found, description, due date, and justification for the extension. The NSP will review the request, coordinate with the POI/TCPM when appropriate, stamp the request approved/not approved and return the fax.
3. If after research, you do not agree with a discrepancy, a formal letter requesting reconsideration should be addressed to the National Simulator Program Manager as far in advance of the due date as possible. We will review the request and inform you of our decision.

In addition, the NSP has an inspector on duty in the Atlanta office Monday through Friday, from 8:00 a.m. to 4:30 p.m. The inspector's duties will include processing discrepancy extension requests and reviewing the status of simulator discrepancies. The duty inspector may be reached at 404-832-4700.